

Learnership Cash Grant (LCG) Guidelines 2012/2013

For the Period 1 January to 31 December 2012

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INTRODUCTION

The Fasset sector is one of the worst performing sectors in terms of employment equity. Learner registration statistics for the current financial year (as at 14 December 2011) indicate that only 30% of learners are Black African and less than 1% of the learners with disabilities are Black African. It is also evident from the demographics of the 'Professionals' occupational group that Black African learners are not adequately integrated into the sector.

As a result of this trend, Fasset is offering a Learnership Cash Grant (LCG) to employers who employ Black African learners and Black African learners with a disability. The grant may be claimed for learners who have either entered a learnership programmes (**Entry**) or learners who have successfully completed a learnership (**Exit**).

The table below indicates the tariffs available for the **Entry** and **Exit** portion of the grant. The grant amounts differ, depending on the length of the learnership. It is important to note that the length of the learnership is determined by its programme registration with the Department of Higher Education and Training (DHET). Fasset does not fund learners who take longer than the registered period of a learnership to reach competence. For example, the CA learnership is registered with DHET as a 3-year learnership. Should a particular learner take 4 years to complete the learnership, Fasset will only pay the tariff stipulated for a 3-year learnership. The Seta will not pay an amount for each individual year the learner is registered on the learnership.

For the employment of Black African learners, the **Entry** and the **Exit** grant tariffs are:

Length of Learnership	Entry (Registration)	Proof for Entry	Exit (Successful Completion)	Proof for Exit
12 month (1 year)	R 5,000	Fasset to confirm that the commenced and registered learner is reflecting on Fasset database	R 5,000	Fasset to confirm that completed learner is reflecting on Fasset database
24 month (2 year)	R 7,000		R 13,000	
36 month (3 year)	R 10,000		R 20,000	

For the employment of Black African learners with a disability, the grant is increased as follows:

Length of Learnership	Entry (Registration)	Proof for Entry	Exit (Successful Completion)	Proof for Exit
12 month (1 year)	R 8,750	Fasset to confirm that the commenced and registered learner is reflecting on Fasset database	R 8,750	Fasset to confirm that completed learner is reflecting on Fasset database
24 month (2 year)	R 12,250		R 22,750	
36 month (3 year)	R 17,500		R 35,000	

One LCG application must be completed **per learner**. A maximum of **10 approved grants** will be allowed per employer, per **Entry Grant** or **10 approved grants** per employer, per **Exit Grant**, or any other combination adding up to 10 grants.

CHANGES FROM THE PREVIOUS YEAR'S GRANT

Changes to the LCG for the 2012/2013 financial year, as compared with the criteria for the 2011/2012 financial year, are as follows:

- Only Black African learners and Black African learners with disabilities will be accepted for this grant.
- The grant deadline has changed to 15 February 2013.
- Should an employer wish to add a learnership to the list of funded learnerships via this grant, they must make a written motivation to the Skills Planning department who will direct this request appropriately.
- Numerous questions have been posed regarding the geographical status of the learner's matriculation, post-schooling and current employment status.
- Letters of learner commencement (in the case of Entry Grant) or completion / exit / discharge (in the case of Exit Grant) are required.
- A copy of the learner Identity Document is required.

CRITERIA FOR GRANT APPROVAL

- The grant applications must be submitted to Fasset by no later than **15 February 2013** in respect of Black African learners and Black African learners with a disability **commencing** or **completing** a Fasset learnership in the period **1 January 2012 to 31 December 2012**. Learner commencement or completion will be determined by the **registered learner being recorded on the Fasset database as commenced or completed**.
- Employers will need to ensure that, where applicable, the professional body has provided information about the learner commencement and completion to Fasset before an application is submitted.
- The Mandatory Grant for the period **1 April 2012 to 31 March 2013** must have been submitted and have been **approved** by Fasset for **SDL paying** employers only. The deadline for this grant is **30 June 2012**.

Failure to submit the Mandatory Grant by this date disqualifies the SDL-paying employer from applying for any discretionary grants (including the LCG and the Strategic Cash Grant) during the financial year. Employers who are exempt from paying the SDL (i.e. Non Levy Payers, NLPs) are not required to submit the Mandatory Grant.

- A Seta may not pay any grant to an employer who is liable to pay the SDL in terms of section 3(1) of the SDL Act unless the employer: has registered with the Commissioner in terms of the SDL Act, has paid the levies directly to the South African Revenue Services (SARS) in the manner and within the period determined in the SDL Act, is up-to-date with levy payments to SARS at the time of approval and in respect of the application period, has submitted a Mandatory Grant in respect of the previous financial year within the timeframes prescribed, and is registered with Fasset.
- Employers may apply for grants for learners on ALL Fasset registered learnerships and other Seta learnerships that have been approved for the LCG. A list of these learnerships is available on the Fasset website (www.fasset.org.za). Should an employer wish to add a learnership to the list of funded learnerships via this grant, they must make a written motivation to the Skills Planning department who will direct this request to the appropriate department in Fasset.
- Only employers employing fewer than 150 employees are eligible for the grant.
- NLPs must be registered on the Fasset database before a LCG is paid. Relevant forms are available on the Fasset website (www.fasset.org.za) and may be submitted as part of this LCG application.
- The SDF submitting this application must be registered as an SDF with Fasset. Relevant forms are available on the Fasset website (www.fasset.org.za)
- Employers may only apply for this grant on Black African learners. This means African black people who are South African citizens by birth or became a South African citizen before 27 April 1994.
- Employers may also apply for this grant on Black African learners with disabilities. The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities
- Only Black African South African citizens with a valid South African identity document may be put forward for the grant.
- 'Double-dipping' on the same learner is prohibited i.e. employers may not apply for an **Entry** or **Exit** LCG on the same learner more than once. However, Exit LCGs may be applied for, for learners who had previously received the LCG.
- A maximum of **10 approved grants** will be allowed per employer. This includes any combination of **Entry** and **Exit** grants adding up to 10 grants.
- No requests for extension will be considered on this grant. Late grants will not be considered.
- **Applications will be processed on a first-come, first-served basis as of 1 April 2012, due to a limit on the funding. Completed grant applications will be processed in the order in which they are received.**
- Grant processing may take up to 3 months from the date of receipt of the application. Thereafter the request for payment of an approved grant will be sent to the Seta finance department. Should all be in order with the applicant's banking details, the grant will be paid out two to three weeks thereafter.

COMPLETION GUIDELINES AND OTHER INFORMATION

- The grant must be completed correctly and submitted to the **Skills Planning Department**.
- The SDF and the relevant Authorised Signatory must sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- An employer may apply for the grant at different times of the year, for different learners. The maximum grant of 10 learners is not exceeded.
- In the case of **fax** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The only and correct fax number is **086 574 1962**.
- In the case of **hand delivery or courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The Seta physical address is **Building 3, Ground Floor, 299 Pendoring Road, Blackheath, Johannesburg**. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received/delivered after the deadline date.
- In the case of **email** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct email address and that a copy of the sent email is kept, and is retained for later use/proof. The only and correct email address is grantapplications@fasset.org.za
- Postal submissions received at Fasset offices after the deadline date of 15 February 2013, will not be accepted for assessment.
- Learner registration or completion will be determined by the learner being recorded on the Fasset database as registered or completed. Fasset will check this information before approving the grant application.

- Employers will need to ensure that the professional body has provided the data to Fasset and that it is reflecting on the Fasset database, before they submit their application, otherwise the grant application will be rejected and the employer will be required to reapply.
- Only submit proof of banking details if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information.
- A copy of the grant application must be kept by the applicant.
- A certificate indicating the Broad-Based Black Economic Empowerment (BEE) level of the organisation, has been requested (where applicable). Ensure the SDL number of the organisation reflects (is written) on the BEE certificate.
- Problems with professional body registrations should be brought to the attention of Fasset immediately, so that the Seta may intervene on the employer's behalf, if applicable.
- Fasset reserves the right to conduct monitoring visits to employers who have received the LCG.

DEFINITION OF EXPENDITURE

Research has shown that financial constraints are one of the barriers limiting access of Black African and Black African people with disabilities into the sector. They may include: living expenses e.g. transport, accommodation, clothing, tuition and professional body fees e.g. tertiary institution registration fees, examination fees, student fees and learning materials e.g. textbooks, resource materials.

CONFIDENTIALITY

Fasset recognises the need for absolute discretion in respect of the information requested in LCG applications. Employers are assured that all information will be treated as confidential. Information received in the grant applications are aggregated for the purposes of the Sector Skills Plan (SSP), research and strategic directives.

CHECKLIST FOR COMPLETION: STEP-BY-STEP PROCESS

(X)	Procedure (What must I do?)	Resource & Deadlines (Where information can be obtained?)
Register with Fasset		
	Ensure registration with Fasset as SDL payer or NLP	<ul style="list-style-type: none"> • Fasset Call Centre • Website (SMS system)
	Ensure Skills Development Levy (SDL) payments to SARS are up-to-date, if applicable	<ul style="list-style-type: none"> • SARS • Website (SMS system)
	Ensure that a Mandatory Grant has been submitted to the Seta by 30 June and has been approved (for SDL paying employers only)	<ul style="list-style-type: none"> • Fasset Call Centre • Website (SMS system)
Register Black African and/or Black African Learners with Disabilities on a Learnership		
	Identify learnership for implementation	<ul style="list-style-type: none"> • Website • Learnership List
	Select current employees OR recruit unemployed learner	<ul style="list-style-type: none"> • Website • Development Projects List
	Register Black African learner or Black African learner with disability with relevant professional body and/or training provider	<ul style="list-style-type: none"> • Fasset or Professional Body
	Apply for accreditation as an accredited workplace training provider with professional body/Fasset	<ul style="list-style-type: none"> • Fasset or Professional Body
	Sign an employment contract with the Black African learner or Black African learner with disability	<ul style="list-style-type: none"> • As per employer's employment policies • 31 December
	Sign Fasset learnership agreement/SAICA training contract with the Black African learner or Black African learner with disability	<ul style="list-style-type: none"> • Fasset/SAICA Website • 31 December
	Submit the learnership agreement to Fasset together with the relevant documents (as specified in the Fasset learnership agreement)/SAICA training contract to SAICA	<ul style="list-style-type: none"> • Fasset/SAICA Office • 31 December
	Ensure an official confirmation / discharge letter from Fasset/SAICA is received and ensure you receive confirmation that the agreement is registered / completed on the Fasset database	<ul style="list-style-type: none"> • Fasset/SAICA Office
Apply for the Fasset Learnership Cash Grant		
	Complete the Learnership Cash Grant application form in full. An incomplete form, which includes missing information will result in the rejection of the application	<ul style="list-style-type: none"> • As per employer's employment and training policies
	Ensure SDL / NLP number and signatures of Skills Development Facilitator (SDF) and authorised signatory appear on relevant pages	
	Attach a cancelled cheque etc ... (for updated banking details) to the application form	
	Retain a copy of the completed Learnership Cash Grant application form and all supporting documentation for your records, and for monitoring visits	

(X)	Procedure (What must I do?)	Resource & Deadlines (Where information can be obtained?)
	Attach a copy of your Black Economic Empowerment (BEE) Scorecard, where applicable	<ul style="list-style-type: none">• 15 February
	Submit Learnership Cash Grant application forms for Black African learner or Black African learner with disability to the Skills Planning Department at Fasset	<ul style="list-style-type: none">• 15 February



Learnership Cash Grant (LCG) Application 2012/2013

Employers for the Period 1 January to 31 December 2012

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By completing and signing this application form, the authorised signatory confirms that the Learnership Cash Grant (LCG) application guidelines for the period 1 January to 31 December 2012 have been read and understood. **One** LCG application must be completed **per** learner. A maximum of 10 approved grants, including any combination of Entry and Exit grants adding up to 10 grants will be allowed per employer. **The grant is due on 15 February 2013.**

Section A: Particulars of the Organisation

Name of organisation _____

SDL number (include the SDL number and name of main and linked SDLs) _____

Date of submission of this grant application _____

How many employees do you employ (must be less than 150 people)? _____

Section B: Compliance with Criteria

Please tick (✓) the appropriate box if you comply with the statements below. If you do not comply with the statements below, please mark the box with an X. **Please note:** If you do not comply with the statements below, your grant will be rejected.

For Non Levy Paying (NLP) members of the Seta:

- Bi A copy of the EMP 201 form is attached; indicating that the firm is a NLP with SARS.
- Bii A Non Levy Payer (NLP) Registration for the period 1 April 2012 to 31 March 2013 (due 30 June 2012) has been submitted to and approved by Fasset.

For Skills Development Levy (SDL) Paying members of the Seta:

- Biii This employer is registered with Fasset and is up-to-date with SDL payments to SARS.
- Biv A Mandatory Grant for the period 1 April 2012 to 31 March 2013 (due 30 June 2012) has been submitted to, and approved by Fasset.

For SDL and non-SDL members of the Seta:

- Bv A copy of your Black Economic Empowerment (BEE) Scorecard, where applicable, has been attached.
- Bvi A copy of the learner Identity Document (ID) has been attached.
- Bvii A copy of the learner commencement letter (in the case of Entry Grant) or the letter of completion / exit / discharge (in the case of Exit Grant) has been attached.

Section C: Learner Details

Complete the table below in respect of the learner against whom you are claiming the grant. Refer to the Fasset website for details of the Learnership Title and Learnership Code. Please refer to the guidelines section for detail on the information requested above.

Seta name				
Seta code				
Learnership title				
Learnership code				
Learner full name (first, middle, surname)				
Learner identity (ID) number				
Population group i.e. Black African				
Disability status and type of disability if applicable?				
Is this learner a South African citizen?				
Learnership commencement date				
Learnership end date				
Length of the registered programme (learners may take shorter or longer to complete the programme)				
Type of grant being applied for (X in the correct box)	Entry		Exit	
Grant amount being claimed				
Estimated expenses for the learner on the duration of the programme e.g. tuition, living allowance				
Did this learner <u>matriculate</u> in a rural or urban area?				
What is the postal code of the area in which the learner <u>matriculated</u> ?				
What place and province did this learner <u>matriculate</u> in?				
Did this learner <u>achieve their highest level of education</u> in a rural or urban area (where not Matric)?				
What is the postal code of the area in which the <u>highest level of education</u> is achieved?				
In what place and province did this learner <u>achieve their highest level of education</u> ?				
Is this learner <u>employed</u> in a rural or urban area?				
What is the postal code of the area in which the learner is <u>employed</u> ?				
In what place and province is this learner <u>employed</u> ?				

Section D: Authorisation

SDF CONTACT DETAILS If you are not registered as a Skills Development Facilitator (SDF) with Fasset this grant application will be rejected. If the applicant company is not a registered Non Levy Payer (NLP) with Fasset, the grant will be rejected. Please ensure that the SDF registration documentation is completed and approved by Fasset before submitting this application.

Name of **Skills Development Facilitator (SDF)** _____

Identity Number of SDF _____

Details SDF email: _____ telephone: _____ fax: _____

Signed by Signatory _____ Date _____

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in Organisation _____

Details Authorised Signatory email: _____ telephone: _____ fax: _____

Signed by Authorised Signatory _____ Date _____

I declare that this application is to the best of my/our knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively. By completing and signing this application form, the authorised signatory confirms that the application guidelines for this grant have been read and understood.

Section E: Banking Details

Only complete this section in full if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information. Please note that banking details are only required for the purpose of a refund. Attach at least one of the following to confirm banking details: original cancelled cheque or a letter from the bank confirming details. Payment will be made to the person/entity in whose name the expense was incurred.

Have the banking details changed? *Please tick the appropriate box (✓)* Yes No

Registered Name _____

Trading Name _____

Postal address _____ Postal code _____

Skills Development Levy number _____ Company/Entity Registration Number _____

Details of Company/Entity bank account are as follows:

Name of Bank _____ Branch _____

Branch code _____ Account number _____

Type of account *Please tick the appropriate box (✓)* Current Savings

To Whom it May Concern: The Company/Entity authorises you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorised, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.

Name _____ Identity No. _____

Job title _____ Date _____

Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorised to bind the company.